

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

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ONLINE REGISTRATION GUIDE—FOR INDIVIDUALS

Online renewals will be available from a link from the Board of Technical Professions website, or by going directly to <https://licensing.ks.gov/egov/web/>. Online renewals will be accessed through a new system. Users will first have to register by creating a User ID, Password and Security Question.

This software is designed to work best with Internet Explorer Version 10 and Version 11.

You can access the online renewals from our website as you have in previous years, <http://www.ksbtp.ks.gov/>.

From there you will be routed to the Individuals Renewal Information page with helpful information about the renewal process.

Please be aware when you renew online you will be charged a processing fee. For credit card users this fee will be \$1.75 (13¢ for those 70 years of age and over) and for electronic check users the fee will be \$1.25.


At the top and bottom of this informational page you will see a “Renew License” button which will take you to the new Online Renewal Portal.

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Renew Your Individual License


[Renew License](#)

KSBTP HAS A NEW ONLINE RENEWAL PORTAL!

Online renewals will be accessed through a new system. Users will first have to register by creating a User ID, Password and Security Question.



Enterprise Professional Licensing Services



Menu
[Register a Person](#)
[Register a Business](#)

Welcome to the Kansas Enterprise Professional Licensing Online Services Site

In order to utilize these online services, you must register on this e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **Login** button to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

If you wish to apply for a professional license (Person), renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **Register a Person** link on the left).

If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **Register a Business** link on the left).

Note: not all licensing agencies offer all these services.

User Id:

Password:

[Login](#)

Click [here](#) if you have forgotten your password.

Before you can renew your license, you will need to register.



Enterprise Professional Licensing Services



Menu

Login Page

Search for Existing Personal/Professional Records

In order to process your online licensing transactions, you must create a **Username** and **Password**, and associate it to your records. This form allows you to search for your existing personal/professional records.

- If you are the owner (or Responsible Principal) of a licensed business or facility and wish to register to maintain your business records, click [here](#) to continue.
- You **must** complete the search process, even if you currently hold no professional licenses with the State.

1. Enter your information into **at least two** of the fields below.
2. Press the **Search** button to search for your records based on the information you provided.

NOTE: Your Registration Code and Renewal ID are provided to you by your Licensing Board, and are usually printed on your renewal notice. If you do not have a registration code or renewal id, click [here](#) to view contact information for the department/agency/board.

NOTE: Technical Professions licensees

Your license number format consists of your profession prefix + your license number (example: PE1234).

You may not have an SSN on record - in which case you CANNOT use SSN as one of your search values.

~~License Number:~~

~~SSN:~~
example: 123456789

Renewal ID:

Registration Code:

Search

These two numbers can
be found on your
renewal form.



Menu

Login Page

Registration

This record was retrieved based on the entered search criteria. Please review the information below and double-check that the search returned *your* record.

- If the record below is yours, enter a **Username** and **Password** in the form below and press the **Register** button to create your account. Once logged into the e-Government application you will be able to maintain your records, apply for an additional license, and renew an existing license (depending on the licensing agency's requirements).
- If the information below is not yours, click [here](#) to search again. If your records cannot be found, click [here](#) for information on contacting the proper department/agency/board.

NOTE: Required fields are marked with an asterisk (*).

Step 1. Verify it is your information that appears on the screen.

Name

Name Prefix:	<input type="text"/>	Birth Date:	<input type="text"/>
First Name:	<input type="text" value="Jane"/>	SSN:	<input type="text"/>
Middle Name:	<input type="text" value="Test"/>	Gender:	<input type="text" value="Female"/>
Last Name:	<input type="text" value="Doe"/>		
Name Suffix:	<input type="text"/>		

Address

Country:	<input type="text" value="Canada"/>	Phone:	<input type="text" value="1234567890"/>
Line 1:	<input type="text" value="1234 Hockey Road"/>	Fax:	<input type="text"/>
Line 2:	<input type="text"/>	Email:	<input type="text" value="about@gmail.com"/>
ZipCode:	<input type="text"/>		

Step 2. Create & enter a "User ID"

User ID

User ID*	<input type="text" value="janedoe"/>	Confirm Password*	<input type="text"/>
	<small>ex. jsmith</small>	Password	<input type="text"/>
Password*	<input type="text"/>	Password Answer:	<input type="text"/>
	<small>Minimum 6 characters</small>		<small>ex. Blue</small>
Password Question:	<input type="text"/>		
	<small>ex. Favorite color?</small>		

Step 3. Create & confirm a password.

Step 4. Create & confirm a password question.

Register

Step 5. Click register.



Menu

Renew License
Demographics Update
License Address Change
Logout

Click Renew
License.

Licensing Home Page

The list below displays all licenses currently held by you, and all licenses for which you are currently applying.

- To renew a license, click the **Renew License** link on the left.
- To update your personal information, click the **Demographics Update** link on the left.
- To update your license address, click the **License Address Change** link on the left.

Name

Name: Jane Test Doe

Address: 1234 Hockey Road
Montreal QC H32 2Y7

Licenses

Professional Engineer

Profession: **BOTP-Professional Engineer** License Number: [REDACTED] License Status: **Active**
Issue Date: 9/23/2014 Expiration Date: 4/30/2020

Landscape Architect

[View Checklist](#)

Profession: **BOTP-Landscape Architect** License Number: LA [REDACTED] License Status: **Renewal Pending**
Issue Date: 9/24/2014 Expiration Date: 12/31/2016

Here you will see a list of your current licenses and see which license needs to be renewed.

Note: On the Licensing Home Page screen and the following screen, Application for License Renewal, most licensees will only see one license.

Menu

[License Home Page](#)

[Logout](#)

Application for License Renewal

Select the license for which you would like to submit a renewal application from the list below by clicking the **Continue** link in the blue bar of the license you want to renew.

If you have multiple renewable licenses, you can only submit one renewal application at a time. Complete the process for each license you would like to renew.

Renewable Licenses

License	Continue
Landscape Architect	Continue

Profession: BOTP-Landscape Architect License Number: LA-XXXXXXXXXX License Status: Renewal Pending

Issued: 9/24/2014 Expiration Date: 12/31/2016 Renewed To:

Click continue on the license that you wish to renew.

Menu

☐ **DEMOGRAPHICS**

☐ **LICENSE ADDRESS**

☐ **LICENSE UPDATE**

☐ **MAILINGADDRESS**

☐ Questions

☐ Finish

[License Home Page](#)

[Logout](#)

License Renewal Application

To submit your License Renewal you must complete each step listed in the Menu on the left side of the screen.

You must enter your Social Security No. and your birthdate into your demographic data.

Note: your license number is prefixed on this site by your profession. The prefixes are:

A - Architect
LA - Landscape Architect
PE - Professional Engineer
PG - Professional Geologist
PS - Professional Surveyor

Start

Click start to begin the renewal process and payment section.

Helpful Hints:

- You will need to provide your Birth Date and SSN to complete the online renewal process.
- You may click the links on the menu bar at left any time before completion of the renewal process and payment, to go back to a screen to review or change additional information.
- All boxes in the left menu bar will need to be checked in order to complete the process. This menu bar will be available from the License Renewal Application screen where you select “start” until to the Renewal Summary page.
- Please print and retain your confirmation screen as your receipt and proof of renewal.
- A confirmation email should be sent to the email address you provide at checkout as further confirmation of payment and renewal.
- You will no longer print a license card. This system will take approximately 3 minutes to update the Kansas State Board of Technical Professions information systems. You will then be able to go to <http://licensing.ks.gov/verification/web/> and complete a LICENSURE SEARCH. This search will display your Name, Address Information, and License Information including your license number, current license status and expiration date.